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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FY 86 Objectives

FROM:		EXTENSION	NO.	
C/IMSS/OL			**DATE** 17 Oct 85	

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/NBPO 1J45 HQ				Per the DD/L's instructions at our OL Planning Conference this week, attached is a new list of FY 86 objectives for your use in preparing milestone charts, which we've requested by 25 Oct.
2. C/B&FB				
3. C/P&TS				At the time you send those to us, please (1) rank each objective as essential (E), desirable (D), nice-to-have (N), and (2) indicate whether it is directorate or office level. That information can be included directly on the milestone chart as shown in the attached sample.
4. C/PMS				
5. C/SS				
6. C/HOME				
7. C/P&PD 158 P&P Bldg.				This list does not include all of the uncompleted objectives from FY 85, because many will need to be restated in accordance with Hank's and John's ground-rules (i.e., each objective should be achievable within FY 86 and must not be dependent on resources). Therefore, please add others as needed.
8. C/PD				
9. C/RECD				
10. C/SD				
11.				Questions may be directed to
12.				
13.				Tony
14. Unclassified when separated from classified attachment				P.S. As agreed, you should develop image-related objectives to discuss at your upcoming biweekly. As soon as they're established, please give us (by telephone if you wish) their
15.				titles, with milestone charts to follow when developed.

FORM 1-79 **610** USE PREVIOUS EDITIONS

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25X1
25X1
25X1
25X1
25X1
25X1
25X1
25X1
25X1
25X1
25X1

E (or D or N)

FY 86

Directorate-Level

Office: OL/....   O — Scheduled

Objective Statement: Publish ... (please word to begin with an action verb if possible)   X — Actual

Responsible Officer: ....

Significant Funding Amount: $_____ FY_____

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

FY-86 OBJECTIVES
(from OL Planning Conference, 15-16 Oct 85)

RECD

1. Publish handbook of RECD procedures.

2. Develop and implement a system for tracking real-estate transactions (Wang).

3. Review/evaluate position descriptions and grades.

4. Review delegations of contracting authorities.

5. Evaluate software packages for PC's - to follow engineering projects.

6. Implement EBOB takeover of parking for external buildings.

25X1   7. Acquire new space [_____]

25X1   8. Expand [_____] sewer-treatment facilities.

25X1   9. Finalize plans for [_____] lease/occupancy.

25X1   10. Complete [_____]

11. Establish Co-op Program.

HOME

1. Complete waste-disposal study.

2. Publish baseline documents for HQ configuration management.

3. Design, prepare and install a Division Management Information System.

4. Study expansion of the EDR.

5. Replace ground floodlights on the Headquarters Compound.

6. Upgrade Headquarters Bldg elevators.

7. Establish a quick-reaction furniture program.

8. Study courier population.

9. Reallocate Headquarters facility parking.

FY-86 OBJECTIVES (cont'd)

10. Conduct a design study to expand the Headquarters cafeteria.

11. Develop a parking program for implementation in 1987.

12. Study OHB and identify areas for upgrade.

13. Develop and implement an Integrated Logistics Support Program (with NBPO).

14. Study staff/contractor distribution for M&O at Headquarters Compound.

15. Design CDCC and award contract.

IMSS

1. Continue with LOCS (joint w/OC).

2. Complete a working model of the Commercial Logistical Application System (CLAS).

25X1

3. Study the feasibility of creating a commo link/computer-based means to request materiel from

4. Design expansion of Data Access Center.

5. Publish "OL Yellow Pages."

6. Update LIs/LNs (joint w/stfs & divs).

7. Reduce OL file holdings (joint w/stfs & divs).

8. Develop an orientation program to enhance OL's service image.

B&F

1. Develop uniform B&F reporting on a quarterly/monthly basis.

2. Enhance coordination with B&F officers assigned to OL.

FY-86 OBJECTIVES (cont'd)

SS

    1. Establish a dynamic security-education program.

25X1
    2. Resolve contract-number [   ] problem (joint w/PD).

    3. Develop computer program to track reinspections of contractor facilities.

P&TS

    1. Review all OL training programs and enhance training.

    2. Update OL Personnel Handbook.

    3. Conduct a recruitment program to enhance quality & numbers of OL personnel.

    4. Update Handbook for Panel members.

    5. Build a training data base.

    6. Enhance minority recruitment.

    7. Educate OL employees regarding personnel policies, procedures, etc.

25X1
[   ]

    2. Enhance Property Accountability (3-year program). (First year, work AF.)

25X1
    3. Establish Wang Alliance system [   ]

    4. Stock vehicles for Agency customers.

    5. Expand use of barcoding.

25X1
    6. Upgrade [   ]

25X1
    7. Accelerate [   ] program.

3

FY-86 OBJECTIVES (cont'd)

8. Establish Co-op Program.

9. Replace FARS with more reliable system.

25X1

10. Expand [   ]

11. Examine all OL overseas positions (joint w/P&TS).

12. Implement changeover of annual-dollar-value reporting from OF to OL.

13. Standardization (joint w/PD).

NBPO

1. Monitor construction projects to be completed in FY 86.

   a. Rt. 123 improvements.

   b. Negotiate w/SBA for Security & Visitor Centers.

2. Consolidate history of New Bldg.

3. Define/plan NBPO's role in FY 88.

4. Establish scheme of furniture for New Bldg (joint w/HOME).

PD/PMS

1. Formalize procurement-intern training program.

2. Institute evening shift for clerical support.

3. Enhance contract administration and settlement.

4. Issue Agency FAR implementation instructions.

5. Establish goals for increasing competitive procurements.

6. Inspect decentralized-contracting-team transactions.

7. Publish Procurement Handbook.

4

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FY-86 OBJECTIVES (cont'd)

   8.   Provide contract support assistants for contracting teams.

   9.   Cancel PNs.

25X1 10.   Re-examine [ ] procurements.

25X1 11.   Maximize use of [   ] logistics for small purchases.

P&PD

   1.   Implement Phase III of prepress-system basic operating capability.

   2.   Conduct a baseline survey of P&PD requirements.

   3.   Provide electronic interfacing for computer graphics.

   4.   Standardize ink colors for all Agency publications.

   5.   Establish procedures to contract out both classified and unclassified administrative printing and photographic material.

   6.   Establish interim improvements to the secure printing system.

   7.   Upgrade professionalism of workforce through use of co-op program and internal training.

   8.   Attain authorized personnel strength.

   9.   Improve P&PD working environment.

   10.   Response to IG Suggestions???

5